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DDA Registry
84-1651

6 JUN 1984

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Briefings, Displays, and Publications for Employees

1. Supportive of our Search for Excellence in the Directorate of Administration are briefings, displays, and publications to get the word out to Agency employees. Examples of such items are:

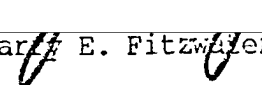
a. OTE provided a one-day session for employees on "Just Plain English," and OMS sponsored a program for employees on "Exercise Without Injury."

b. As part of Employee Benefits Week, OP will have displays and representatives to answer questions on topics such as health insurance, life insurance, and retirement. Also, OMS will have a health fair in Fall 1984.

c. ODP publishes an Information Center Newsletter and OMS will publish a classified newsletter for employees.

2. Your offices are invited and encouraged to use any of these or other approaches, as appropriate, to get the word out to our employees. I want each office to report any such existing or planned effort(s) at the regular upcoming third quarter office quarterly reviews that will be scheduling with your planning officers.

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Harry E. Fitzwater